

S1120-01



## APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES AND HISTORY  
RECORDS MANAGEMENT DIVISION

**INSTRUCTIONS:** See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

<b>FOR AGENCY USE</b>		<b>FOR RECORDS MANAGEMENT USE</b>	
Application Date	<b>1. Agency Address</b> Department of Education Office of Instructional Services Instructional Media Division Audio-Visual Service 1066 Sylvan Rd, S.W., Atlanta, Ga. 30310	Application Number	84-105
Application Number		Date Received	Date Completed
		NOV 19 1984	FEB 1 1985
<b>2. Person to Contact</b>		<b>Working Title</b>	
Reba J. Taylor		Office Supervisor	
<b>3. Action Requested</b>		<b>Telephone Number</b>	
a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void		656-2421	
<b>4. Dates of Series</b>		<b>5. Records Series Title (followed by title used in office, if different)</b>	
Earliest	Latest		
	Present	Master Booking Records	
<b>6. Division and Office Function</b> What is the function of the Division and the Office in which this record series is created?			
Furnishing 16mm educational film service to local school systems and colleges.			
<b>7. Record Series Description</b> This file contains the following documents (include form numbers and titles, if any): Attach samples of the file.			
Documents relating to: Scheduling, recording film bookings and tracking the film inventory.			
Included are: Master booking forms and calendar forms (auxiliary forms)			
File is arranged: Numerically by film catalog numbers			
<b>8. Monthly Reference Rate</b> How often are records referred to which are:			
One to six months old 300; Seven to twelve months old 300; Thirteen to twenty-four months old 0;			
twenty-five months and older 0?			
<b>9. Annual Rate of Accumulation of Records</b>			
Letter-size drawers 3; Legal-size drawers; Shelves; Other (specify)			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
X		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

#### 11. Retention Requirements

The following requires the series to be kept:

- |                          |              |                                   |                       |
|--------------------------|--------------|-----------------------------------|-----------------------|
| a. State Law             | _____ years. | d. Audit period                   | _____ 1 _____ years.  |
| b. Statute of limitation | _____ years. | e. Administrative need            | _____ 10 _____ years. |
| c. Federal law           | _____ years. | f. Federal retention instructions | _____ years.          |

Attach copy or excerpt of laws or regulations. Explain administrative need.

This record covers film life.

#### 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other \_\_\_\_\_ then,

- ☐ Hold in the current files area \_\_\_\_\_ month(s) \_\_\_\_\_ year(s); then
- ☐ Transfer to local holding area; hold \_\_\_\_\_ year(s); then
- ☐ Transfer to State Records Center; hold \_\_\_\_\_ year(s); then
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☒ Other (Specify)

Hold the calendar forms in CFA one year then destroy.

Hold the master booking record forms in CFA ten years or until the film title is withdrawn from inventory; hold one additional year, then destroy.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>H. Wegman Culp</i>	11/14/84	<i>Claudia Stipe</i>	11/14/84
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee	12/10/84
		Secretary of State/Designee	12/5/84
		Attorney General/Designee	2/1/85